

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Correctional Food Service Supervisor 1**

**Please follow the specific application filing instructions at the bottom of this page.**

**Open To:** The Public  
**Location:** Statewide – Correctional Facilities  
**Hours:** 36.25 Hours per Week  
**Salary:** CO-07 \$44,073.00 (Annually)  
**PCN:** 00038673, 00037588, 00037028, 00040319, 00039106

**Closing Date:** June 16, 2015

**Minimum Qualifications:** Knowledge of current materials and equipment used in large scale food preparation and service; knowledge of kettle preparation, oven and grill work; knowledge of principles, methods and practices of food preparation and service; knowledge of safety and sanitation problems related to large scale food service operations; considerable interpersonal skills; oral and written communication skills; ability to instruct inmates; ability to keep records and make reports; ability to perform under stress.

**General Experience:** Two (2) years of experience in the preparation and serving of complete daily meals in a large scale institutional or commercial setting such as a hospital, residential school, extended care facility, rest home, full service restaurant, military mess, large catering business or other similar environment.

**Substitution Allowed:** College training in dietetics, hotel, restaurant and/or food service, nutrition or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of one (1) year.

**Special Requirements:** Incumbents in this class must possess a high school diploma or GED. At time of appointment candidates will be required to successfully complete a formal training course in correctional work to develop the knowledge of correctional custody procedures necessary to function effectively.

**Physical Requirement:** Incumbents in this class must possess general good health, be free from any disease or injury which would impair health or usefulness and retain sufficient strength, stamina, agility and visual and auditory acuity to perform all duties of the position. Permanent appointment will be contingent upon successful completion of a medical and physical examination and drug screening.

**Working Conditions:** Incumbents in this class may be exposed to considerable danger of injury from assaultive and/or abusive inmates, disagreeable conditions and significant stress of confinement within a dangerous and volatile prison population.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:**

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf) and a State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf). All application materials should be sent to:

**Cathy Downey, HR Specialist  
Department of Correction  
Recruitment Office  
24 Wolcott Hill Road  
Wethersfield, CT 06109**

**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

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